

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: March 2, 2004

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – FEBRUARY REVISION #02-04**

The Internet versions of the Payroll Procedures Manual (PPM) have been updated and replaced with the current PDF versions dated February 2004. The manual can be obtained by accessing the State Controller's Office public web site at: <http://www.sco.ca.gov/ppsd/ppm>.

Once the PPM is accessed on the web site, there are three versions to choose from: the complete manual, a manual without attachments, and a file of attachments only. After choosing one of the three versions, a single click at the cover page has a link to the Table of Contents or a preferred section. The links have partially eliminated the use of the scroll or find feature.

There are two links on the front cover of the PPM that provide instructions for using the Automated List Management System – Majordomo. The first link “How To”, provides instructions for subscribing/unsubscribing to one of the nine distribution lists. Subscribing to one or more of these lists will provide information regarding Personnel and Payroll Letters, the DPA PML's, accounting and/or budget information. The second link, “To Subscribe/Unsubscribe”, provides an e-mail note addressed to [Majordomo@srv1.sco.ca.gov](mailto:Majordomo@srv1.sco.ca.gov) for making your request.

If you experience difficulty opening any of the above versions of the PPM, you may need to download the PDF directly to your computer. The instructions for downloading any one of the three versions from the SCO public web site may be found on the PPM web page <http://www.sco.ca.gov/ppsd/ppm>.

Vertical revision bars in the right margins of the manual indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes. Section/subsection numbers and summaries of the revisions are provided below:

Section H: 214 – Retirement ID, Exclusion Amounts and State Share Rates (Chart) -  
Account Codes 57, 58, 5C & 5D, Revised.  
Account Codes 5E – 5H, New.

Section N: 128 – Bicycle Mileage, Revised.

If you have any questions, comments or suggestions to benefit the PPM, please contact Terri Yarbrough at (916) 322-1245 or [tyarbrough@sco.ca.gov](mailto:tyarbrough@sco.ca.gov).

JRH:TY:CSS